



Memorandum

TO: ARTS COMMISSION

FROM: Kerry Adams Hapner

SUBJECT: SEE BELOW

DATE: August 10, 2015

Approved

Date

**SUBJECT: ARTS COMMISSION FY 2014-2015 ANNUAL REPORT AND
FY 2015-2016 WORKPLAN**

RECOMMENDATION

It is recommended by the Executive Committee that the Arts Commission approve the Arts Commission's annual report for FY 2014-2015 and workplan for FY 2015-2016 for submittal to the City Council's Rules and Open Government Committee as required by City Council.

OUTCOME

With the approval of the FY 2015-2016 Workplan and FY 2014-2015 Annual Report, both items will be submitted to the City Council's Rules and Open Government Committee (ROGC) for approval and the Arts Commission will have fulfilled its annual requirement for submittal of both.

BACKGROUND

In FY 2010-2011, as part of the efforts to streamline staff support of boards and commissions, City Council began requiring each of the City's Boards and Commissions to submit an annual workplan and annual report to the Rules Committee for review and approval. Both documents must be submitted in the format determined by the City Clerk.

The workplan and annual report provide the City Council with clear detail about Board and Commission activity. The workplan identifies specific priorities, allowing direct and concise direction to the members of the bodies, while managing the time of the City support staff; the annual report documents implementation of the workplan.

Items on the workplan must clearly align to the Commission's purpose, and be consistent with City policies. Once approved by City Council's ROGC, Boards and Commissions may not engage in activities that are not on the workplan without approval by the ROGC of a modified workplan.

ANALYSIS

The Arts Commission fulfilled this requirement for the past five years: the ROGC has previously approved the Arts Commission's workplans for FY 2010-2011, FY 2011-2012, FY 2012-2013, FY 2013-2014, and FY 2014-2015 and has approved annual reports for FY 2010-2011, FY 2011-2012, FY 2012-2013 and FY 2013-2014.

Cultural Affairs staff has prepared the attached draft FY 2014-2015 annual report and draft FY 2015-2016 workplan. The Executive Committee of the Arts Commission reviewed both documents at its meeting on Monday, August 3rd and had no changes.

Since the start of this reporting requirement in FY 2010-2011, on behalf of the full Commission the Executive Committee reviewed and approved the annual report and workplan for submission to the ROGC; the Arts Commission received this as an information item on its agenda. While this process has been effective, it raised a question as to why these documents were not reviewed for approval by the full Commission. In response to this, the Executive Committee made the decision this year to forward these items to the full Commission for discussion and action. Either process will meet the Council requirement, as long as both documents are approved by the ROGC.

The FY 2014-2015 Annual Report and FY 2015-2016 Workplan will be submitted to the ROGC for action in August 2015.



KERRY ADAMS HAPNER

Director of Cultural Affairs

Attachments:

Arts Commission FY 2014-2015 Annual Report (draft)

Arts Commission FY 2015-2016 Workplan (draft)

ARTS COMMISSION
ANNUAL REPORT: FY 2014-2015

FY 2014-2015 Objectives	Achievements	Timeframe
1. To monitor and advise on City's funding for arts and culture through the Office of Cultural Affairs (OCA)	<ul style="list-style-type: none"> Reviewed and approved staff recommendations of: <ul style="list-style-type: none"> Budget resources for public programs Annual allocation of funds for arts and culture Allocation and use of City's Transient Occupancy Tax funding Received reports on FY 2015-16 budget process & related Budget Messages 	<ul style="list-style-type: none"> 5/13/15 5/13/15 5/13/15 2/11/15 & 3/11/15
2. To monitor progress on implementation of <i>Cultural Connection</i> Workplan items	<ul style="list-style-type: none"> Received reports, provided input and as needed took action on recommended items for implementation Received update on implementation of the approved <i>Cultural Connection</i> Two-Year Workplan 	<ul style="list-style-type: none"> Monthly through year 1/14/15
3. To monitor and advise on the Cultural Funding Portfolio: Investments in Art, Creativity and Culture comprised of 3 core grant programs: <ol style="list-style-type: none"> Festival, Parade & Celebration Grants Take pART Grants, and Arts Operating Grants 	<ul style="list-style-type: none"> Reviewed annual grant programs' guidelines, policies and procedures Reviewed and made recommendations for annual allocation of funds between arts grant programs Approved appointments to grant review panel pools and included Commission representation on such panels Reviewed grant panel recommendations and made recommendations to Council for annual grant awards 	<ul style="list-style-type: none"> Periodically through year 3/11/15 2/11/14 5/13/15
4. To steward the sustainability of city-owned cultural facilities	<ul style="list-style-type: none"> Received reports and provided input about cultural facility issues Endorsed recommendation of expansion projects at Children's Discovery Museum Received report on the bankruptcy of the San Jose Repertory Theatre Received report on the reuse of the Hammer Theater and took action on a recommendation to support a reuse partnership with San Jose State University 	<ul style="list-style-type: none"> Periodically through year 9/10/14 10/8/14 10/8/14 with periodic updates, & 5/13/15
5. To review actions of the Public Art Committee (PAC) and provide oversight for the Public Art Program including: approval of updates to the Five Year Public Art Work Plan as part of the City's Capital Improvement Program (CIP) Budget, review of public art projects and initiatives, and monitoring the Public Art Collection Maintenance & Conservation Plan	<ul style="list-style-type: none"> Received regular reports on the matters reviewed by and actions of the PAC Received presentation on Public Art in Private Development Received reports on the financial status of the Public Art Program ; reviewed and recommended to Council inclusion of updates to the Five-Year Public Art CIP Work Plan as part of annual CIP Budget Received staff reports on current status of public artworks and initiatives including presentation about Illuminating Downtown initiative Monitored public/civic meetings for public art project design including Alviso Storm Pump Station Made presentations at dedications, grand openings, and related events including the dedications for the Environmental Innovation Center and for new artwork at Bestor Art Park artwork Approved appointment of new members to the Public Art Advisory Committee 	<ul style="list-style-type: none"> Ongoing throughout year 4/8/15 5/13/15 Periodically during year & on 4/8/15 Periodically during year Periodically through year 1/14/15

FY 2014-2015 Objectives, continued.	Achievements	Timeframe
6. To provide oversight for the City Hall Exhibits Committee	<ul style="list-style-type: none"> – Approved recommendation of new members of the City Hall Exhibits Committee. 	<ul style="list-style-type: none"> – 5/13/15
7. To monitor and provide input on matters related to City's Special Events Program policies, services and venues	<ul style="list-style-type: none"> – Received reports on policy development, services and initiatives. – Advised Council on recommendations related to events policies including providing recommendation to Council on its proposed renaming of the Circle of Palms in honor of late former Mayor Janet Hayes. 	<ul style="list-style-type: none"> – Periodically through year – 10/8/14
8. To review and advise on support for the arts industry and arts programs	<ul style="list-style-type: none"> – Received ongoing reports from the OCA on programs and initiatives. – Received reports from Council Liaison. – Received reports on Downtown and SoFA activation strategies. – Reviewed and took action on staff recommendations about the Creative Industries Incentive Fund Round 3 award recommendations. – Received presentation by the Friends of Levitt Pavilion San Jose Exploratory Committee of a report about their work and follow up report. – Approved recommendation of a special grant to San Jose Stage Theater to take on program of SJ Repertory Theatre. – Reviewed and made a recommendation to Council to fund Ballet San Jose's request for funding. – Received report on San Jose's involvement in the national "Building Public Will for the Arts" initiative and related funding for it. – Received reports on the De Vos Technical Assistance Program involving a cohort of 20 arts organization. – Received reports on the California Presenters Conference, held in San Jose. 	<ul style="list-style-type: none"> – Monthly – Monthly – Monthly – 1/14/15 – 10/8/14 & 2/11/15 – 8/13/14 – 3/11/15 – 3/11/15 – Periodically through year – 5/13/15
9. To monitor operations of community-based partners through Commission liaison relationships and other forms of engagement with City's arts and cultural sector	<ul style="list-style-type: none"> – Received presentations and reports from and about key partners including: Team San Jose, Arts & Culture Roundtable, Silicon Valley Creates, Silicon Valley Arts Coalition, SoFA Committee and others. – Received presentations by arts and cultural organizations on a regular basis – Attended arts and cultural events and related activities. – Maintained relationships with key cultural organizations through Commissioner liaison assignments with regular reports from liaisons. 	<ul style="list-style-type: none"> – Monthly and on an ongoing basis throughout the year
10. To review actions of the Executive Committee	<ul style="list-style-type: none"> – Received regular reports on the matters reviewed by and actions of the Executive Committee, to include program updates and special issues 	<ul style="list-style-type: none"> – Monthly and on an ongoing basis throughout the year
11. To advise on the annual Cornerstone of the Arts Award and annual recognition event	<ul style="list-style-type: none"> – Participated in event planning for the 2nd Cornerstone of the Arts presentation as assigned by Chair – Nominated and took action to designate the next annual awardees Carmen and Alcario Castellanos 	<ul style="list-style-type: none"> – July – Sept. 2014 – 3/11/15, 5/13/15 & 6/11/15

ARTS COMMISSION
FY 2015-2016 Annual Workplan (DRAFT)

Objectives	Actions	Timeframe
1. Monitor and advise on City's funding for arts and culture through the Office of Cultural Affairs (OCA)	<ul style="list-style-type: none"> - Review budget resources for public programs. - Make recommendations for annual allocation of funds for arts and - Advise on the allocation and use of City's Transient Occupancy Tax 	<ul style="list-style-type: none"> - Spring 2016 - Spring 2016 - Spring 2016
2. Monitor progress on implementation of <i>Cultural Connection</i> Workplan items	<ul style="list-style-type: none"> - Receive reports, provide input and as needed take action on recommended items for implementation. 	<ul style="list-style-type: none"> - Periodically through year
3. Monitor and advise on the Cultural Funding Portfolio: Investments in Art, Creativity and Culture comprised of 3 core grant programs:	<ul style="list-style-type: none"> - Review and make recommendations as needed to annual grant programs' guidelines, policies and procedures. 	<ul style="list-style-type: none"> - Ongoing
<ul style="list-style-type: none"> a. Festival, Parade & Celebration Grants b. Take pART Grants, and c. Arts Operating Grants 	<ul style="list-style-type: none"> - Review and make recommendations for annual allocation of funds between arts grant programs. - Approve appointments to grant review panel pools and include Commission representation on such panels. - Review grant panel recommendations and make recommendations to Council for annual grant awards. 	<ul style="list-style-type: none"> - Spring 2016 - Spring 2016 - Spring 2016
4. Steward the sustainability of city-owned cultural facilities and venues	<ul style="list-style-type: none"> - Receive reports and provide input about cultural facility issues. - Monitor the process for developing a sustainable, long-term use plan for the Hammer Theater in partnership with San Jose State University. - Monitor the potential development of a Levitt Pavilion at St. James Park. 	<ul style="list-style-type: none"> - Periodically through year - Fall 2016 and periodically through year Fall 2016 & as needed
5. Review actions of the Public Art Committee (PAC) and provide oversight for the Public Art Program including: approval of updates to the Five-Year Public Art Work Plan as part of the City's Capital Improvement Program (CIP) Budget, review of public art projects and initiatives, and monitoring the Public Art Collection Maintenance & Conservation Plan	<ul style="list-style-type: none"> - Receive regular reports on matters reviewed by and actions of the PAC. - Receive reports on the financial status of the Public Art Program, including reports on the City's CIP budget relative to public art. - Review and recommend to Council inclusion of updates to the Five-Year Public Art CIP Work Plan as part of annual CIP Budget. - Review annual Public Art Collection Maintenance & Conservation Plan. - Receive staff reports on current status of public artworks and initiatives. - Monitor public/civic meetings for public art project design. - Make presentations at dedications, grand openings, and related events. 	<ul style="list-style-type: none"> - Ongoing - Annually: Spring 2016, with updates as needed - Annually: Spring 2016, with updates as needed - Annually - Periodically, as needed - Periodically during year - Periodically through year
6. Provide ongoing oversight for City Hall Exhibits Committee	<ul style="list-style-type: none"> - Receive reports on City Hall Exhibits Program. 	<ul style="list-style-type: none"> - As needed, periodically or annually

ARTS COMMISSION
FY 2015-2016 Annual Workplan (DRAFT)

Objectives, continued.	Actions	Timeframe
7. Monitor and provide input on matters related to City's Special Events Program policies and services	<ul style="list-style-type: none"> - Receive reports on policy development, services and initiatives. - Advise Council as needed on staff recommendations related to policy changes related to events. 	<ul style="list-style-type: none"> - Periodically through year - Periodically through year
8. Review and advise on support for the arts industry and arts programs	<ul style="list-style-type: none"> - Receive ongoing reports from the OCA on programs and initiatives. - Receive report on Downtown and SoFA activation strategies. - Review and take action on staff recommendations about the Creative Industries Incentive Fund. - Receive reports and take action on staff recommendations about Creative Entrepreneur Program. - Receive reports on capacity building programs offered through OCA. - Receive report on potential strategies to increase private sector support for the arts. - Advise on the development of a citywide arts initiative. - Receive reports on the Western Museum Associations National Conference to be held in San Jose. - Receive reports on the De Vos Technical Assistance Program with a cohort of 20 arts organizations. - Receive reports on San Jose's participation in the Americations For the Arts New Community Visions Initiative. 	<ul style="list-style-type: none"> - Monthly - Periodically through year - January 2016 - Periodically - Periodically - Fall 2016 - Spring 2016 - Fall 2016 - Fall 2016 and periodically through year - Fall 2016 and periodically through year
9. Monitor operations of community-based partners through Commission liaison relationships and other forms of engagement with City's arts and cultural sector	<ul style="list-style-type: none"> - Receive presentations and reports from and about key partners including: Team San Jose, Arts & Culture Roundtable, Silicon Valley Creates, Silicon Valley Arts Coalition, SoFA Committee and others. - Receive presentations by arts and cultural organizations on a regular - Attend arts and cultural events and related activities. - Maintain relationships with key cultural organizations through Commissioner liaison assignments with regular reports from liaisons. 	<ul style="list-style-type: none"> - Periodically throughout the year on an ongoing basis
10. Review actions of the Executive Committee	<ul style="list-style-type: none"> - Receive regular reports on the matters reviewed by and actions of the Executive Committee, to include program updates and special issues. 	<ul style="list-style-type: none"> - Ongoing
11. Advise on the annual Cornerstone of the Arts Award and annual recognition event	<ul style="list-style-type: none"> - Nominate and take action to identify annual awardee. - Participate in event planning activities as assigned by Chair and in the award event. 	<ul style="list-style-type: none"> - Spring 2016 - July and August, with event planned for early September 2014